Oracle I-Recruit External Applicants User Manual

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Last Updated: 16-May-2013

Helpful Hints:

1. Recommended Internet Brower(s): Internet Explorer 8 OR Safari;
   ******Important Note***** Firefox, Google Chrome, & Internet Explorer 9 are not fully compatible.*

2. Make sure that you have your Pop-Up Blocker Turned Off.
   - **Internet Explorer:** Tools → Pop-up Blocker → Turn Off Pop-up Blocker
     - If Pop-Up's Continue to be blocked → hold your **CTRL** key down as you select the option.

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GENERAL INFORMATION

OVERVIEW

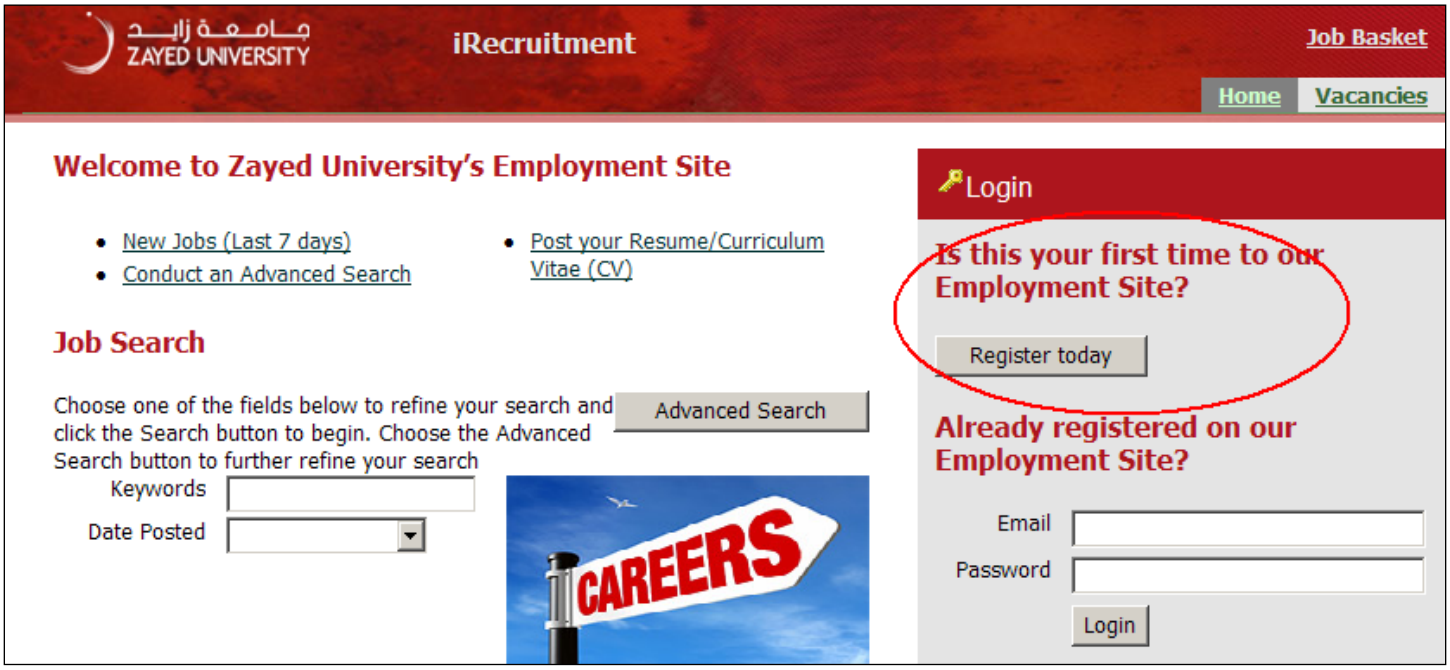
Oracle I Recruit is a Web-Based software that can be found by navigating through your Internet Browser to the following web path: http://hrapps2.zu.ac.ae/.
From this page you can view current Openings, Register an account with us, Update your Account, and many other actions related with the Recruitment process.

REGISTER TODAY

If you have already registered an account with us you won't need to do this again (unless it was prior to 05-May-2010 – which is when we went LIVE with new Software).

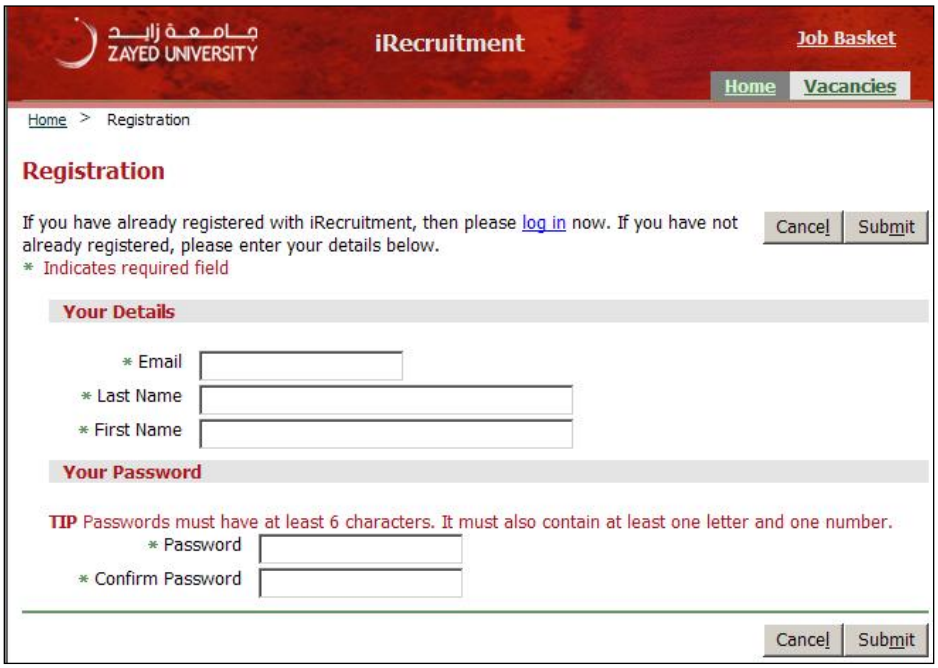
To Register an Account: Click on the "Register Today" button

***Note**: have an Electronic version of your CV/Resume ready to be uploaded – as it is a required document to complete all steps of Registration.*



REGISTRATION INFORMATION

Email	• This will be the email that you receive alerts for things such as (Job Postings, Offers, Password Resets, etc.) • Use a personal email address that you check regularly, and plan on keeping. ○ *Work Email Addresses – are not recommended.* • If this email is already in use – the system will not allow the same email to be used twice.
Last Name	Insert your Family/Good Name here.
First Name	Insert your Given Name here.
Password	• Minimum of **6** characters in length ○ *Please contact HRSupport@zu.ac.ae in case you have issues resetting your password.*
Submit	Once the above data has been completed – click on the "Submit" button to proceed to the next Step "Create Account"

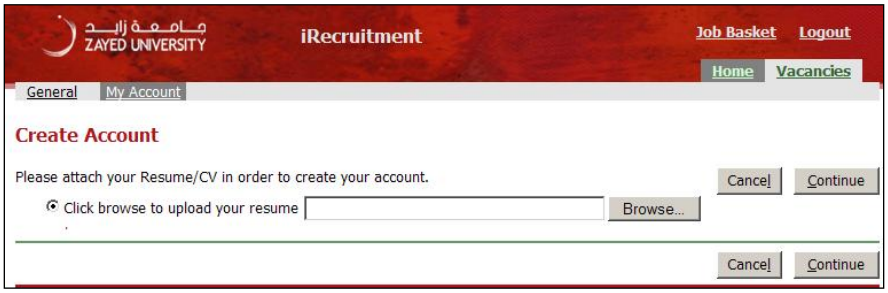


REGISTRATION INFORMATION: CREATE ACCOUNT

At this point – you will need to attach an Electronic Copy of your CV/Resume.

IMP: The largest file size that can be uploaded is 500 KB.

Once Resume has been uploaded → click the "Continue" button to proceed to the next Step "Personal Information".



REGISTER: PERSONAL INFORMATION (STEP 1 OF 3)

Please note that all fields marked with the * are required. If there is no information to place into a required field due to being Not Applicable → simply input N/A.

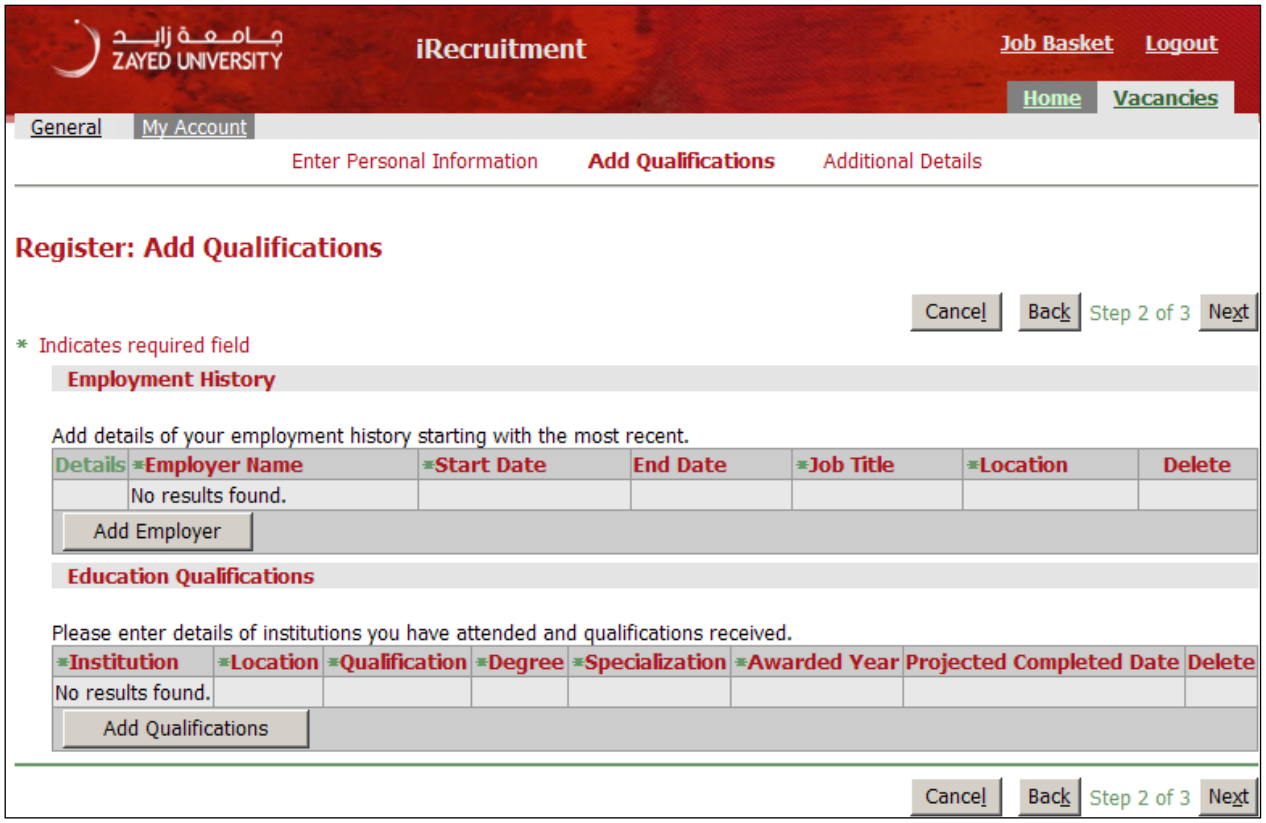
Personal Information (Step 1 of 3) Data Fields		
BASIC DETAILS	Please insert your Personal and Professional details within this section.	
	Title	Select one from the list of Options
	Last Name (Required)	As per your Passport
	First Name (Required)	As per your Passport
	Middle Name	As per your Passport
	Third Name	As per your Passport
	Country of Birth	As per your Passport
	Birth Date (Required)	As per your Passport
	Gender (Required)	As per your Passport
	Email Address	
	Marital Status (Required)	
	Country of Residence (Required)	
	Nationality (Required)	As per your Passport.
	Are you a ZU Graduate?	
	Have you worked for ZU before?	
	If you are a UAE National Passport holder, do you have Khulasat AlQuaid?	
	Do you have a valid UAE Resident Visa?	
DEPENDANT DETAILS	Please only input data for Dependents that Reside (or you plan to have reside) with you in the UAE. • Reside: means staying with you in the UAE for at least 7 months of each year.	
	Name	As per his/her Passport (First, Middle, Third, Last)
	Relation	Select one from the list of options
	Date of Birth	As per his/her Passport
PHONE NUMBERS	Please use this section to tell us how we can contact you via telephone. Please be sure to follow the Phone Number Formatting Tip requesting that you input the full number (inclusive of country code and city code).	
	• **Home**	• **Work**
	• **Mobile Personal**	• **Work Fax**

DOCUMENTS	Use this section to attach electronic copies of documents that support your application, such as: Cover Letter, Resume/CV, Teaching Philosophy, Statement of Research Interests, and Teaching Evaluations. • Please, at this time, do not upload photos or other documents that are large in size such as Portfolios. These may be requested at a later point in the recruitment process.
Click the "Next" button to proceed to Step 2 of 3 "Add Qualifications	

REGISTER: ADD QUALIFICATIONS (STEP 2 OF 3)

In Step 2 of 3 – this is where you input your Work and Educational History.

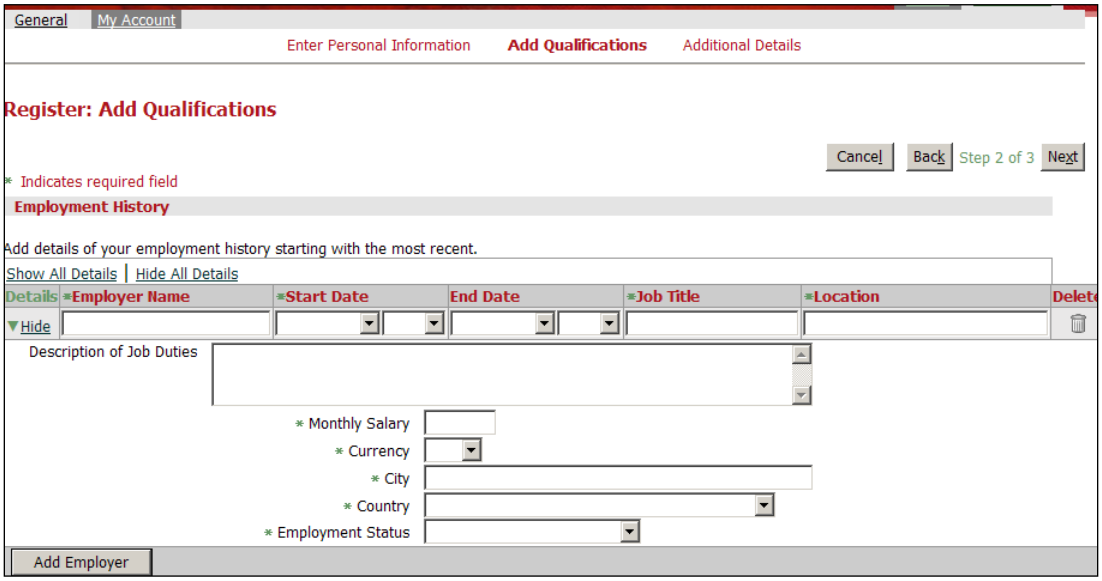
IMP Note: If you click on the "Add Employer" or "Add Qualification" buttons – you will be required to complete the required fields or Delete the new record by clicking on the Delete icon which is located to the right of the record.



ADD EMPLOYER

As you will notice – once the Add Employer button is clicked – a number of new fields appear (including some additional Required Fields). The system will allow you to input up to 20 Employment History Records.

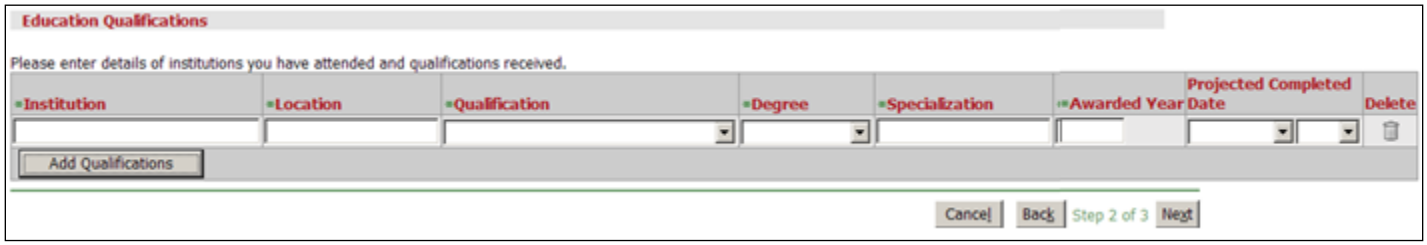
Employer Detail Fields		
PRIMARY EMPLOYMENT DATA	Employer Name (Required)	
	Start Date (Required)	
	End Date	
	Job Title (Required)	
	Location (Required)	
	Delete (Trash Can)	Use this if you wish to remove the Entire Record
ADDITIONAL EMPLOYMENT DATA	Description of Job Duties	
	Monthly Salary (Required)	
	Currency (Required)	
	City (Required)	
	Country (Required)	Select the Country that you worked from the list of options.
	Employment Status (Required)	Select one from the list of options



ADD QUALIFICATION

Once you click the "Add Qualification" button – it opens up the data fields for data entry. All required fields must be completed before the system will allow you to proceed.

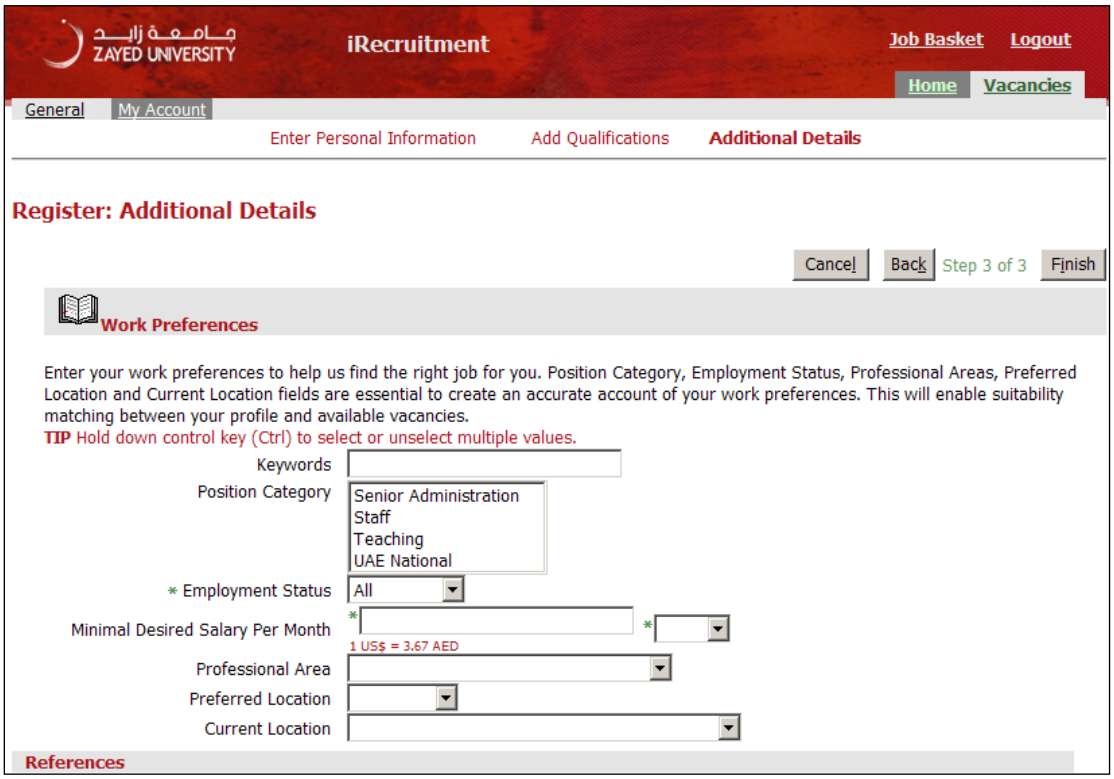
Employer Detail Fields		
PRIMARY EMPLOYMENT DATA	**Institution (Required)**	
	Location (Required)	Please specify the Country in which the Institution is located.
	Qualification (Required)	Select one from the list of Values provided.
	Degree (Required)	Select one from the list of Values provided.
	Specialization (Required)	Free text
	Awarded Year	4 digit Year in which you achieved your degree / qualification.
	Projected Competed Date	If you are still in the process of achieving this degree – please keep Awarded Year Blank and Insert the best known date of when you expect to complete this degree.
	Delete (Trash Can)	Use this if you wish to remove the Entire Record



REGISTER: ADDITIONAL DETAILS (STEP 3 OF 3)

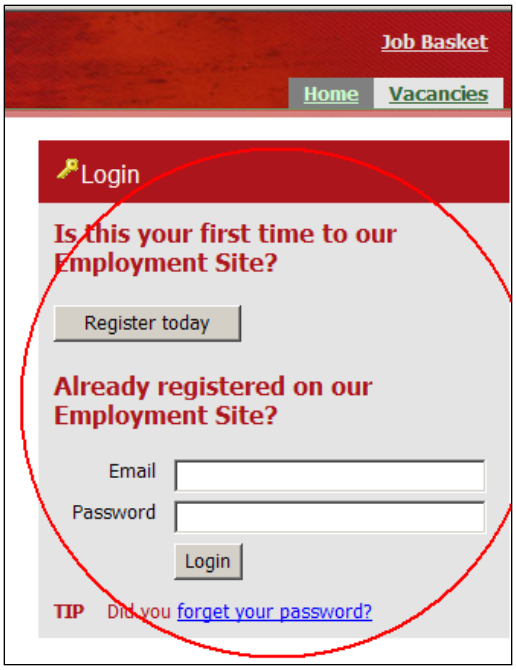
Additional Details (Step 3 of 3) Data Fields		
WORK PREFERENCE	Enter your work preferences to help us find the right job for you. Position Category, Employment Status, Professional Areas, Preferred Location and Current Location fields are essential to create an accurate account of your work preferences. This will enable suitability matching between your profile and available vacancies.	
	Key Words	Free Text & Self Explanatory
	Position Category	Select one or more from the following options: • Senior Administration • Staff • Teaching • UAE National
	Employment Status	Select one from the following options: • All • Full Time

		• Part Time • Temporary
	Minimal Desired Salary per Month	Insert the numerical value of the minimum monthly salary you are willing to accept. • **Currency:** please also note the small box off to the right – please select the currency (e.g. AED or USD)
	Professional Area	Select one from the options provided: • Please note that this is not required – if you wish to keep your options open you can leave this blank to avoid filtering out data.
	Preferred Location	Select one from the following options: • Abu Dhabi • All • Dubai
	Current Location	Select the Country that you currently reside in (e.g. Country of Residence)
FINISH – click the Finish button to finish**.**		



LOG INTO YOUR REGISTERED ACCOUNT

Web path: http://hrapps2.zu.ac.ae/



Email: This is the email address in which you used to register your account.
Password: Self-Generated Password when first registered an account.

- *Input your Email & Password then click the Login button.*

FORGOT YOUR PASSWORD – Click on the link below the Login button "forget your password?" and then follow the steps

GETTING STARTED

Once logged in successfully you will see a page similar to the image below. From here you can View Notifications, View Jobs that you have submitted Applications for, And View/Update your Profile Information (My Account).

VIEW / UPDATE MY ACCOUNT DETAILS

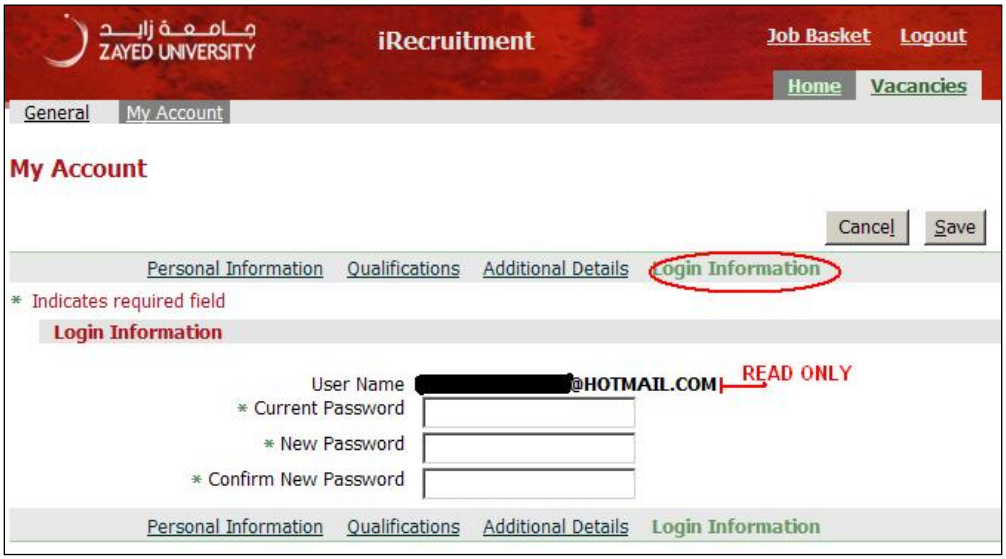
To View and/or Update your Profile Information simply click on *My Account* located at the Upper Left corner of the screen.

This will bring you to your Account Details where you can Add, Update, and/or Delete data within your Account → Personal Information, Qualifications, Additional Details, AND Login Information.

Please note that the Recruitment and Hiring Team only see your most up to date account details when viewing your profile.

VIEW / UPDATE LOGIN INFORMATION (PASSWORD)

Within this section you can view your User Name (e.g. the email address you used to register your account) and change your Password for logging into I Recruit.



USER NAME

If you have stopped using your email address that your Zayed University I Recruitment Account was created with → the system will not allow you personally to update the email address for your account; however, our Technical Team can perform this function via the System Administrator Responsibility so please email us @ HRSupport@zu.ac.ae from the email address currently shown within your profile and we will gladly get it updated.

CHANGE YOUR PASSWORD

Insert your Current Password and then enter your New Password in the New Password and Confirm New Password Data fields.

Please remember the system requires a **Minimum of 6 characters in length.**

APPLY FOR A VACANCY

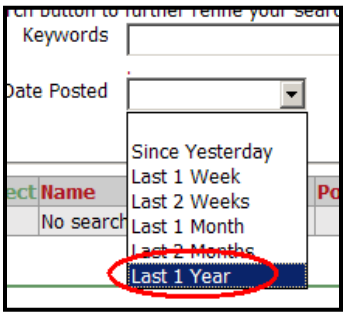
So now you have successfully registered and updated your Zayed University I Recruit User Account. Now it's time to start applying for the jobs.

SEARCH FOR VACANCIES

To begin searching for jobs / vacancies to apply for click one of the Quick Links: Search for Job or New Jobs (Last 7 days); which are provided in the upper left hand corner of the screen. This will take you to an Available Jobs Search Screen.

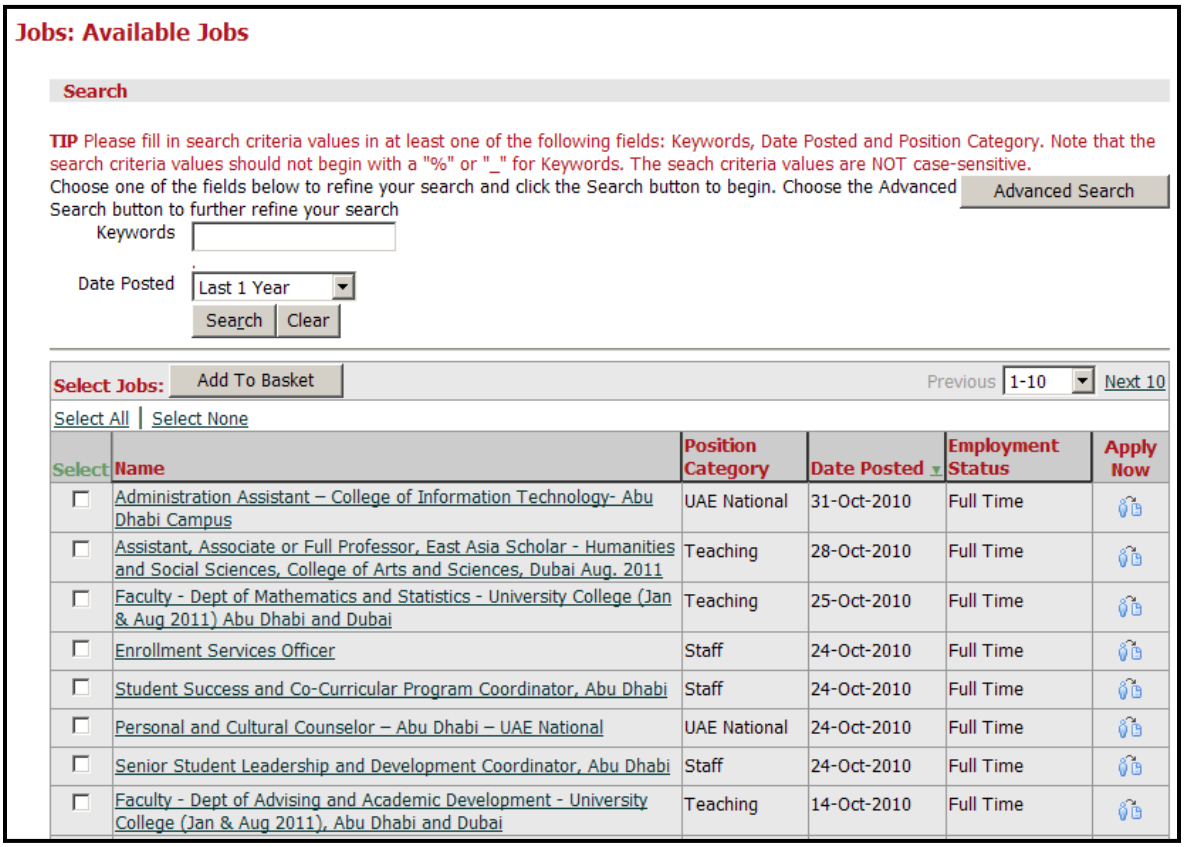
ZAYED UNIVERSITY
iRecruitment
Job Basket
Logout
Home
Vacancies
General
My Account
Welcome to our Employment Site iRecruit Test Candidate - BBG iRecruit Test Candidate - BBGs
Quick Links
New Jobs (Last 7 days)
Search for Jobs
ZAYED UNIVERSITY
iRecruitment
Job Basket
Home
Vacancies
Jobs: Available Jobs
Search
TIP Please fill in search criteria values in at least one of the following fields: Keywords, Date Posted and Position Category. Note that the search criteria values should not begin with a "%" or "_" for Keywords. The seach criteria values are NOT case-sensitive.
Choose one of the fields below to refine your search and click the Search button to begin. Choose the Advanced Search button to further refine your search
Advanced Search
Keywords
Date Posted
Search
Clear
Select
Name
Position Category
Date Posted
Employment Status
Apply Now
No search conducted.
Zayed University Copyright 2010.
Privacy Statement

Within the "available jobs" search screen, input your Search Criteria (there must be something input – otherwise you will receive an error) → then click the Search Button.



Hint: If you wish to view all Available Jobs Select **Date Posted = Last 1 Year.**

Once your Search Criteria has been input and the Search button has been clicked; all Job Vacancies that meet your search criteria will populate the Job Detail Table below.



Jobs: Available Jobs

Search

TIP Please fill in search criteria values in at least one of the following fields: Keywords, Date Posted and Position Category. Note that the search criteria values should not begin with a "%" or "_" for Keywords. The seach criteria values are NOT case-sensitive.
Choose one of the fields below to refine your search and click the Search button to begin. Choose the Advanced Search button to further refine your search

Advanced Search

Keywords

Date Posted: Last 1 Year

Search | Clear

Select Jobs: Add To Basket — Previous 1-10 Next 10

Select All | Select None

Select	Name	Position Category	Date Posted	Employment Status	Apply Now
☐	Administration Assistant – College of Information Technology- Abu Dhabi Campus	UAE National	31-Oct-2010	Full Time	
☐	Assistant, Associate or Full Professor, East Asia Scholar - Humanities and Social Sciences, College of Arts and Sciences, Dubai Aug. 2011	Teaching	28-Oct-2010	Full Time	
☐	Faculty - Dept of Mathematics and Statistics - University College (Jan & Aug 2011) Abu Dhabi and Dubai	Teaching	25-Oct-2010	Full Time	
☐	Enrollment Services Officer	Staff	24-Oct-2010	Full Time	
☐	Student Success and Co-Curricular Program Coordinator, Abu Dhabi	Staff	24-Oct-2010	Full Time	
☐	Personal and Cultural Counselor – Abu Dhabi – UAE National	UAE National	24-Oct-2010	Full Time	
☐	Senior Student Leadership and Development Coordinator, Abu Dhabi	Staff	24-Oct-2010	Full Time	
☐	Faculty - Dept of Advising and Academic Development - University College (Jan & Aug 2011), Abu Dhabi and Dubai	Teaching	14-Oct-2010	Full Time	

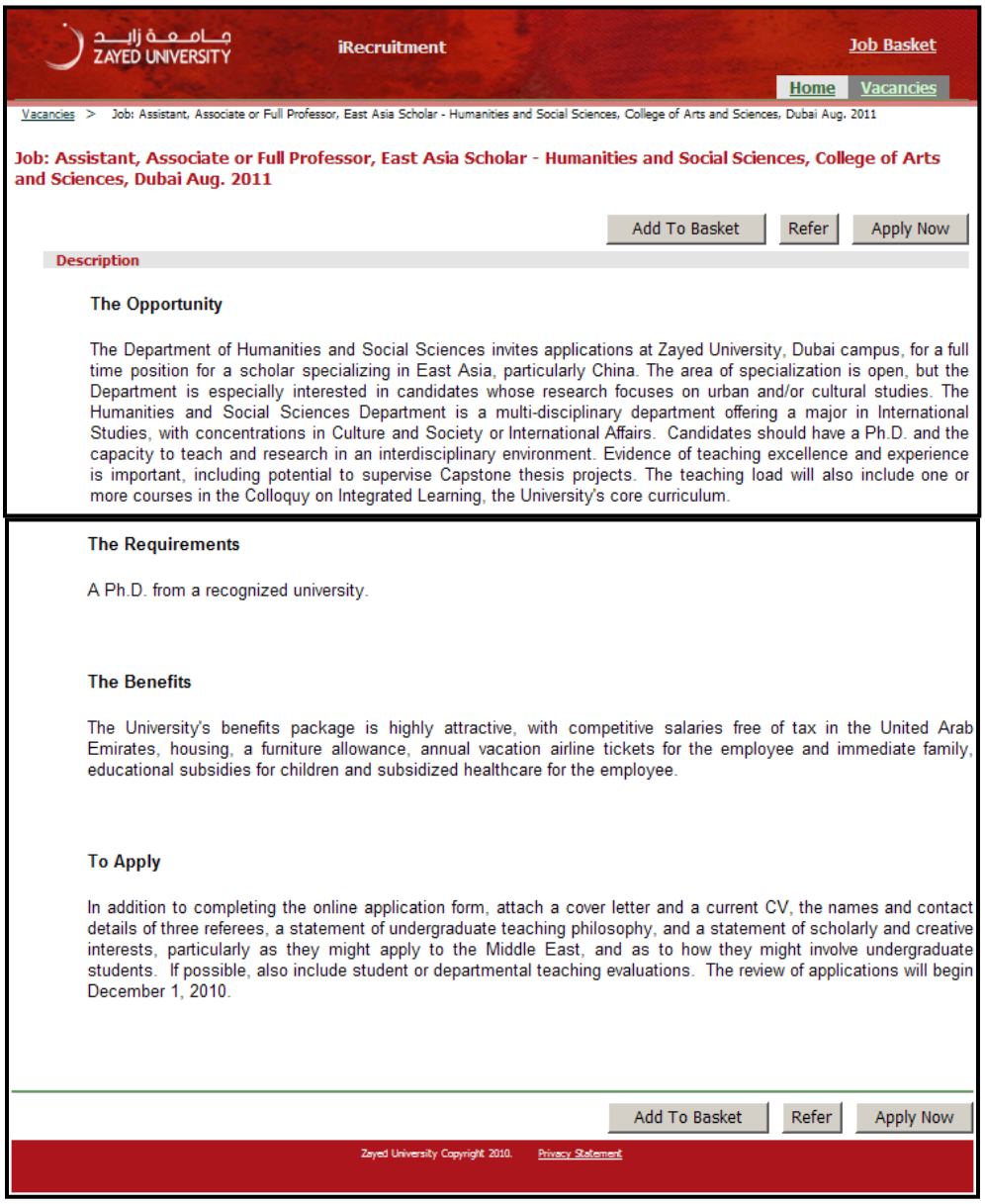
VIEW FULL JOB DESCRIPTION

To view the full job description click on the Job Name that you wish to view the description of.

Select Jobs: Add To Basket — Previous 1-10 Next 10

Select All | Select None

Select	Name	Position Category	Date Posted	Employment Status	Apply Now
☐	Administration Assistant – College of Information Technology- Abu Dhabi Campus	UAE National	31-Oct-2010	Full Time	
☐	Assistant, Associate or Full Professor, East Asia Scholar - Humanities and Social Sciences, College of Arts and Sciences, Dubai Aug. 2011	Teaching	28-Oct-2010	Full Time	
☐	Faculty - Dept of Mathematics and Statistics - University College (Jan & Aug 2011) Abu Dhabi and Dubai	Teaching	25-Oct-2010	Full Time	
☐	Enrollment Services Officer	Staff	24-Oct-2010	Full Time	
☐	Student Success and Co-Curricular Program Coordinator, Abu Dhabi	Staff	24-Oct-2010	Full Time	
☐	Personal and Cultural Counselor – Abu Dhabi – UAE National	UAE National	24-Oct-2010	Full Time	
☐	Senior Student Leadership and Development Coordinator, Abu Dhabi	Staff	24-Oct-2010	Full Time	
☐	Faculty - Dept of Advising and Academic Development - University College (Jan & Aug 2011), Abu Dhabi and Dubai	Teaching	14-Oct-2010	Full Time	


ZAYED UNIVERSITY
iRecruitment
Job Basket
Home
Vacancies
Vacancies > Job: Assistant, Associate or Full Professor, East Asia Scholar - Humanities and Social Sciences, College of Arts and Sciences, Dubai Aug. 2011
Job: Assistant, Associate or Full Professor, East Asia Scholar - Humanities and Social Sciences, College of Arts and Sciences, Dubai Aug. 2011
Add To Basket
Refer
Apply Now
Description
The Opportunity
The Department of Humanities and Social Sciences invites applications at Zayed University, Dubai campus, for a full time position for a scholar specializing in East Asia, particularly China. The area of specialization is open, but the Department is especially interested in candidates whose research focuses on urban and/or cultural studies. The Humanities and Social Sciences Department is a multi-disciplinary department offering a major in International Studies, with concentrations in Culture and Society or International Affairs. Candidates should have a Ph.D. and the capacity to teach and research in an interdisciplinary environment. Evidence of teaching excellence and experience is important, including potential to supervise Capstone thesis projects. The teaching load will also include one or more courses in the Colloquy on Integrated Learning, the University's core curriculum.
The Requirements
A Ph.D. from a recognized university.
The Benefits
The University's benefits package is highly attractive, with competitive salaries free of tax in the United Arab Emirates, housing, a furniture allowance, annual vacation airline tickets for the employee and immediate family, educational subsidies for children and subsidized healthcare for the employee.
To Apply
In addition to completing the online application form, attach a cover letter and a current CV, the names and contact details of three referees, a statement of undergraduate teaching philosophy, and a statement of scholarly and creative interests, particularly as they might apply to the Middle East, and as to how they might involve undergraduate students. If possible, also include student or departmental teaching evaluations. The review of applications will begin December 1, 2010.
Add To Basket
Refer
Apply Now
Zayed University Copyright 2010.
Privacy Statement

Once you have reviewed the Job Description you have 3 options: 1- Add to Basket, 2- Refer, or 3- Apply Now.

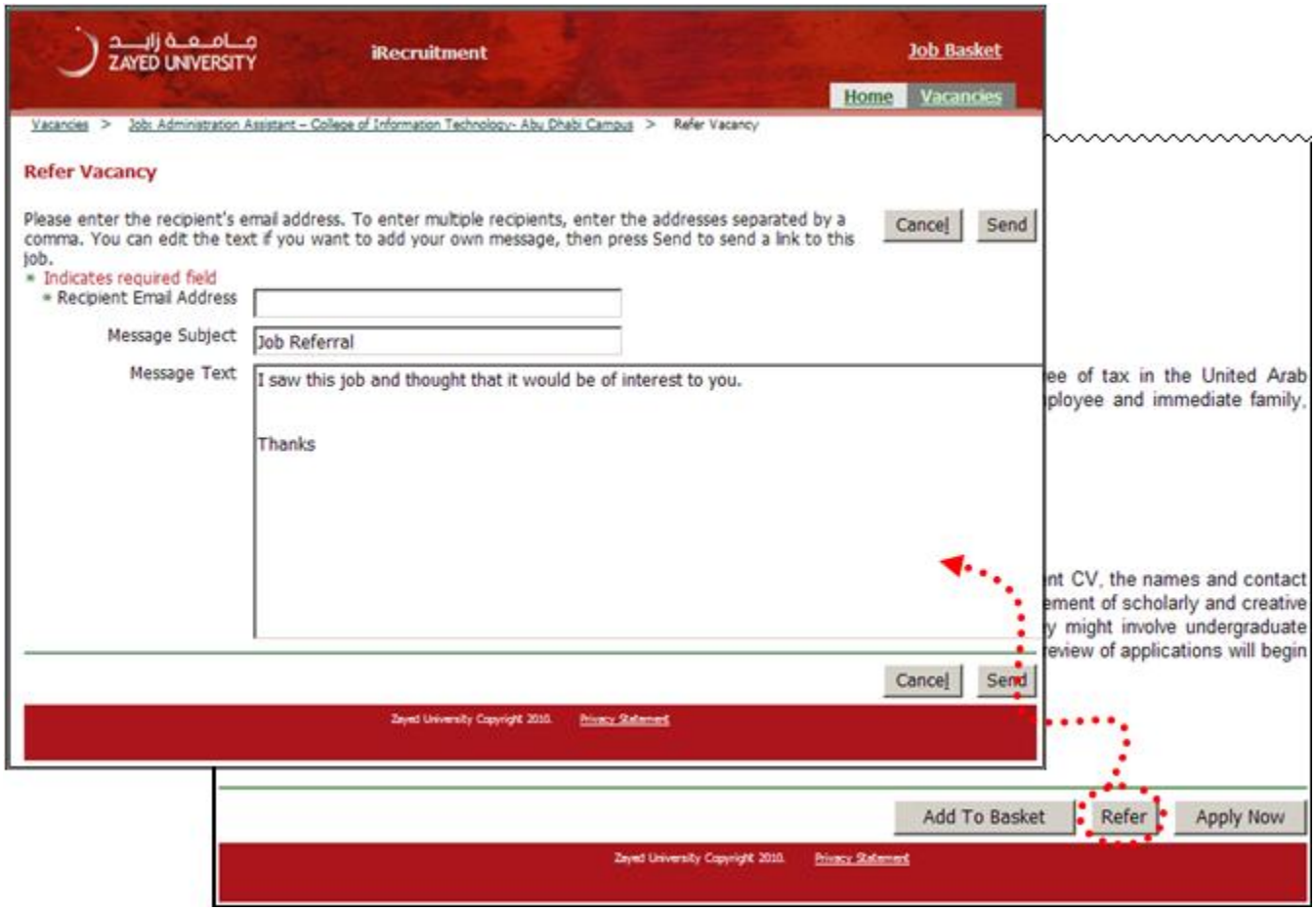
ADD TO BASKET

This is an option to help you find this job posting without having to perform another search. Rather, once you add it to your Basket (think in terms of a shopping basket). It's your way of short listing the job vacancies that you wish to submit applications. To do this – simply click the "Add to Basket" button located at the top & bottom of the Job Description.

Click on Job Basket (located in the upper right corner of your screen) to view all jobs that you have added to the Basket.

REFER

If you want to email this job posting to someone you know that may be interested in this job vacancy → Click the Refer button. This will open a new page where you can input the email address of the person in which you wish to send a link that the recipient can use to navigate to the Job Description.


ZAYED UNIVERSITY
iRecruitment
Job Basket
Home
Vacancies
Vacancies > Jobs Administration Assistant – College of Information Technology- Abu Dhabi Campus > Refer Vacancy
Refer Vacancy
Please enter the recipient's email address. To enter multiple recipients, enter the addresses separated by a comma. You can edit the text if you want to add your own message, then press Send to send a link to this job.
Cancel
Send
* Indicates required field
* Recipient Email Address
Message Subject
Job Referral
Message Text
I saw this job and thought that it would be of interest to you.
Thanks
Cancel
Send
Zayed University Copyright 2010. Privacy Statement
Add To Basket
Refer
Apply Now
Zayed University Copyright 2010. Privacy Statement

APPLY NOW

If you wish to Apply now to the Job Vacancy in which you are reviewing → click the Apply Now button. If you are not already signed into the system the system will first bring you to a sign in page.

Once successfully signed in, the system will bring you through a series of steps where you can review your data and make any necessary modifications. Complete all steps by clicking through the pages ensuring all Required Fields are populated.

Please note that the system will log you out for security reasons if you are inactive within the page for any significant period of time (e.g. 5 minutes). To avoid frustration – it is highly recommended that your Account Profile is updated prior to submitting an application so that you can quickly review and submit your application.

Also be aware that you can later update your profile data and only the most updated profile data will be viewable to the Recruiting Team.